

RECYCLING IS THE LAW

The Source Separation Law requires businesses to recycle. Use this guide and our website www.westchestergov.com/recycle to get started.

To evaluate a current office recycling program and identify areas for improvement, use the business self-audit form.

“Large Waste Generators”, which are owners of a building or buildings commonly containing more than 100 employees, patients or students during a 24-hour period, must also file a Solid Waste Management Plan online.

Compliance with the Source Separation Law is mandatory. Businesses found in violation of the law are subject to fines up to \$1,000.

The Recycling Office provides technical assistance and educational materials to help promote recycling.

Additional information, educational videos, and helpful suggestions are available on our website.

Visit <http://www.westchestergov.com/environment/largewaste.htm> to learn more!

Also, read the Quick Recycling Guide for more details about source separation and recycling.

To learn more or if you have any questions, please call 2-1-1 or visit us at www.westchestergov.com/recycling

Getting Down to Business: Recycling and Waste Reduction in the Office

A guide to start a recycling program at work



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WHAT TO RECYCLE

Under Westchester County law, businesses are required to recycle:

High-grade paper

(white and colored office paper)

Newspaper *(including glossy inserts)*

Cardboard *(corrugated and grey)*

Glass *(bottles and jars)*

Metal *(food and beverage containers)*

Plastics *(coded 1 and 2)*

Yard waste *(during fall leaf season)*

Bulk metals *(i.e. large fixtures and appliances)*

Vehicular batteries *(lead-acid)*

Used motor oil

Cell phones

Businesses are encouraged to recycle other items, including:

Magazines, catalogues, junk mail, and envelopes *(speak to your hauler about including these items with paper recyclables)*

Computers and other electronics

Fluorescent bulbs *(tube and compact)*

Rechargeable batteries

HOW TO BEGIN:

Designate a Recycling Coordinator:

A coordinator can enable communication between management, employees and the hauler or property manager.

Provide Collection Containers:

Purchase bins or label existing receptacles with recycling stickers, available [free online](#). Placing a container for garbage next to a container for recyclables improves cooperation and greatly reduces contamination of recycling bins.

Develop a Simple System:

Consider using different colored bins to separate paper recyclables from commingled items (glass, metal and plastics) to make recycling easy. For example, designate blue bins for paper and green bins for commingled items.

Organize an Employee Education Program:

Post flyers on or near the bins, and remind employees to recycle at meetings and in e-mails.

Communicate with Custodial Staff and Waste Hauler:

Ask the hauler how you should prepare your recyclables for collection. Communicate this to the property manager and custodial staff to guarantee optimal results.

Use a Licensed Waste and Recyclables Hauler:

Private haulers must be licensed by the [Solid Waste Commission](#) to operate in the county. This commission operates to improve consumers' rights, lower costs, and foster fairness, honesty and competition in the garbage and recycling industry. [Find a hauler](#)

HOW TO IMPROVE:

Recycle Computer and Electronic Equipment:

These items should not be disposed of as regular garbage. Negotiate disposal of old equipment with vendors when purchasing new equipment. Many electronics retail centers and manufacturers offer take-back programs that are available to customers. [More info](#)

Recycle Fluorescent Bulbs:

Tubular and compact bulbs should be disposed of carefully because they contain mercury. [More info](#)

Shred Confidential Documents:

Protect your business and identity by hiring a paper shredding and hauling service. [More info](#)

Reduce Waste:

Establish policies endorsing double-sided copying. Set printers to default to double-sided printing. Designate a supply closet for reusable office supplies (such as file folders, pens and pencils, scrap paper and packing material).

[Learn More About Recycling](#)

Call 2-1-1 or visit

www.westchestergov.com/recycling

to learn more and to read the

[QUICK RECYCLING GUIDE](#)